

THE RECRUITMENT

Role of Chair and Search Committee

At this stage the search chair should work with the committee to:

- Discuss and provide input to create a job posting in AP Recruit.
- Determine recruitment strategy, advertising plans and complete all appropriate sections in AP Recruit.
- Review the recruitment plan in AP Recruit to ensure broad recruitment.

In addition, the Chair's responsibilities are to:

- Ensure compliance with applicable laws and policies.
- Maintain confidentiality of candidates and process.
- Promote a collegial working atmosphere within the committee.

Due to the updates in AP Recruit it is recommended to schedule a briefing for the committee by the APO office to provide an overview of AP Recruit and recruitment best practices.

Recruitment Period

The recruitment period must be for at least 30 days. The recruitment period must include at least a four-week period following the first appearance of the advertisement.

For ongoing recruitments in which there are multiple hires the committee may begin offering appointments to lecturers within the 30-day recruitment period if and only the correct verbiage is indicated as such in the recruitment. If you wish, you may use this verbiage "Review of applications will begin immediately. Recruitment will remain open until all positions have been filled". If this particular verbiage is not indicated on the recruitment, then you cannot begin offering appointments until the recruitment has closed. However, an offer of employment must not be made until at least two weeks after the open date of the recruitment.

REQUIRED INFORMATION FOR POSTING AP RECRUIT

The committee should have the following information to have a draft posting entered into AP Recruit. Once an applicant has applied to the recruitment some fields are permanently locked.

- **Recruitment Name or title of the position**
If appointment is possible at more than one level, list all potential titles. Review similar titles within each unit to ensure consistency.
- **Description**
This is the body of the job posting and should include the UC Merced standard language, a complete description of the position, degree requirements, qualifications, Instructions for letters of references, review date and any other necessary information. Information in the description, and related fields in AP Recruit, will be the basis for evaluation criteria during the selection process. This description should include the details for the minimum and preferred qualifications. The committee should spend time determining the evaluation criteria, and matrix if to be used, while drafting the job posting description and related details.

- **Approved Search Area**
Area in which the position is approved
- **Department**
Home Department
- **Salary Control #**
Optional
- **Salary Range**
Optional
- **Rank/Step**
Optional
- **Job Location**
Optional
- **Application Submission Dates**
Open
Close (the last day applicant can apply)
Final Date (the last day applicants can make changes to their application)
- **Search breadth**
Open/Specialized/Don't Know
- **Initial Search Allocation**
Newly Allocated/Relisted/Don't know
- **Optional Information Link**
Link to unit, school, or university page
- **Title Code**
List all possible title codes for this recruitment
- **Availability Data**
Select the fields of study that most closely align with the position. These fields will be used to generate availability data that will help evaluate the diversity of the applicant pool. The fields of study selected here will not be visible to applicants; they will only be used for reports.
- **Contact Info**
Department Mailing Address

International Applicants

Units are encouraged to work with the Office of International Affairs (OIA) to understand the recruitment requirements of making an offer of employment to an individual who is not a U.S. citizen or permanent resident. Inquiries about work authorization or citizenship may not be made by any University representative until after an offer of employment is made. However, at the applicant's initiation, OIA is available to talk with the candidate to make sure the immigration status selected best suits the immediate needs and the future plans of the hiring unit and/or applicant. For more information on requirements for International applicants visit the International Students & Scholars website.

REQUIRED AND OPTIONAL DOCUMENTS FOR THE RECRUITMENT

- Curriculum Vitae
- Cover Letter
- Statement of Research
- Statement of Teaching
- Statement of Contribution to Diversity (Required for all senate faculty recruitments)
- Optional – Miscellaneous/Additional Documents (course evaluations, coursework taken)
- Teaching Assistants – Also include the following:
 - Degree conferred prior to specific date
 - List of course eligible to teach based on experience
 - Evidence of grade point average
- Lecturers
 - Availability for semester and/or academic year
 - Course evaluations

LETTERS OF REFERENCES IN AP RECRUIT

In AP Recruit, there are three options for obtaining references. *This decision cannot be changed once an applicant applies to the recruitment.*

- Contact Information Only:** Candidates will enter the contact information for their references. The unit will request letters of reference when ready using AP Recruit.
- Letters of Reference:** Candidates will request letters of reference from the system. The letter writer will be sent a link to submit a letter of reference.
- None:** No reference information is requested.

Open Rank Recruitments

If this search is an open rank recruitment, contact your unit Academic Personnel analyst to discuss options for obtaining references. The reference request process must be included in the posting.

Unsolicited Letters

When receiving unsolicited letters for a candidate the committee chair should respond in writing and advise the individual of the University of California policy with regard to confidentiality and that the entire text of his/ her letter may be available to the candidate.